

# Microsoft Outlook

In this course, you'll enhance your skills in managing emails using Microsoft Exchange Server through Outlook.

You'll learn how to send and receive emails, access and organise your contacts, and manage your calendar and tasks.

The course covers key Outlook features, including email services, search functions, flagging, color coding, and preview pane options.

You'll also explore how to use the calendar function for scheduling, viewing, and coordinating appointments and meetings effectively.

## WHAT WILL I STUDY?

You will learn:

- How to send and receive emails
- How to access and organise your contacts
- How to manage your calendar and tasks, using the calendar function for scheduling, viewing, and coordinating appointments and meetings effectively
- Key Outlook features, including email services, search functions, flagging, color coding, and preview pane options

## WHAT WILL I NEED?

Please be prepared to provide your residency documents such as a passport, EU citizen ID card, UK Birth Certificate or Biometric Card. If you have been in the UK for less than 3 years or have entered the UK with a visa you will need to provide evidence that you are eligible to study in the UK - your visa, your biometric card that covers the duration of your course or any relevant home office documents to support your residency should all be provided. If you're an EU, EEA or Swiss citizen we will need to see evidence of 'Pre-Settled' or 'Settled-status' documents. Also for funding purposes we would need to see evidence of payslips if working (within the last 3 months). If you are receiving benefits (e.g JSA, ESA, Universal Credit (UC), Housing benefits etc. please provide evidence of this).

## WHAT CAN I DO AFTER?

By the end of the course, you'll be proficient in using Outlook's tools to streamline your communication and organisation.

**Start Date: 10 January 2025**

**Day: Friday**

**Time: 10:00 - 14:00**

**Duration: 12 Weeks**

**Venue: Tottenham**